

PERFORMANCE WORK STATEMENT

Catholic Religious Education Coordinator

1. Contract Position Title: Catholic Religious Education (RE) Coordinator

2. Scope of Responsibilities: The Catholic RE Coordinator is the administrator of the Catholic religious programs at Grand Forks AFB. Responsibilities include planning and coordinating the religious education programs including, but not limited to: religious education, discipleship, Vacation Bible School, and children's ministries. These responsibilities must be coordinated and supervised through the Catholic Priest.

3. Education and Experience Requirement. The Catholic RE coordinator must:

3.1 Have at least 1 year minimum experience coordinating or conducting a Catholic Religious Education program and/or equivalent volunteer experience, and must be 18 years or older. Contractor must also be able to work effectively and function harmoniously within a pluralistic chapel environment, and keep abreast of current happenings within the chapel community in various ways such as attending weekly mass.

3.2 Have good planning and coordinating skills, to include familiarity with Microsoft Office applications (Excel, Word, PowerPoint and Outlook).

3.3 Provide a resume with any applicable academic records or references, work and/or volunteer references and schedule an interview within 7 business days upon request.

3.4 The contractor must submit and favorably pass the background check application to the Catholic Chaplain according to Department of Defense Instruction (DoDI 1402.5), Criminal History Background Check, within 5 days after receipt of award. This requirement includes Federal NACI, State and Installation Records Checks. All checks will be initiated and tracked by the 319 ABW/HC staff. Because of public law and DoD 1402.5 regarding contractors that work with children under the age of 18, contractor must favorably pass all background checks; inability to do so will invalidate this contract.

4. General Responsibilities. The Catholic RE Coordinator shall:

4.1 Ensure proper Facility utilization, to include:

4.1.1 Reserving chapel facilities for all religious education programs, functions, and events with the Chapel Facility Manager.

4.1.2 Unlocking facilities before classes/activities and securing facilities afterwards.

4.1.3 Ensuring all required equipment is set-up before classes/activities and is put away afterwards in a clean, neat, and orderly manner.

4.1.4 Publishing a Catholic RE handbook 30 days prior to each school year.

4.1.5 Planning and executing the formation of first communion, confirmation, first reconciliation programs and retreat for confirmation. The contractor shall collect all forms, prepare and submit them to Archdiocese for the Military Services (AMS) after the celebration of the sacraments for the participating members.

4.1.6 Coordinating with the Protestant RE Coordinator to acquire and maintain all supplies and resources necessary for running the RE program and Vacation Bible School.

4.2 Coordinate planning efforts of government personnel for the expenditure of appropriated and non-appropriated funds by:

4.2.1 Preparing annual religious education budgets as well as calendar of classes with the Senior Catholic Chaplain and NCOIC, Chapel Operations, to be submitted NLT 1 August.

4.2.2 Preparing Appropriated and Chapel Tithes and Offerings Fund (CTOF) funding requested as directed by the Senior Catholic Chaplain.

4.2.3 Ensuring all religious education curriculums is approved by Wing Chaplain and Account Manager prior to purchase.

4.3 Provide vision statement for short and long-term growth of the Chapel RE program.

4.4 Oversee chapel Catholic religious education programs, to include:

4.4.1 Administering in accordance with the guidelines set forth by the Air Force Chaplain Corps.

4.4.2 Coordinating with chapel staff for functions and distributing timely information necessary to meet the goals and objectives set by the Senior Catholic Chaplain.

4.4.3 Recruiting and training of volunteers to participate in religious education as appropriate.

4.4.4 Ensuring ministry leaders and volunteers have all necessary resources for their particular ministry area and ordering resources, as needed, to include a minimum of 2 training workshops/seminars a year for volunteer teachers.

4.4.5 Visiting religious education classes regularly, staying informed as to their needs.

4.4.6 Ensuring proper publicity of times, dates and places of all religious education.

4.5 Oversee religious education volunteers by:

4.5.1 Ensuring all volunteers working with youth below 18 years of age receive and complete a background check form as described in DoDI 1402.

4.5.2 Scheduling and notifying volunteers of religious education opportunities.

4.5.3 Tracking volunteer hours served on a monthly basis.

4.5.4 Ensuring all volunteers complete the Protecting God's Children Program as directed by the Archdiocese of Military Service.

4.5.5 Ensuring all teachers and/or substitutes are knowledgeable and capable of teaching/leading scheduled classes.

4.6 Work to include attendance of the 1st and 3rd weekly chapel meetings and upon request religious education, Catholic Advisory Council and programming necessary to complete duties in this PWS.

4.7 This is a non-personal services contract without specific work hours and supervision. The estimated time utilized for these responsibilities is 20-25 total hours per week, 8 of which must be posted office hours. Office hours may be posted and completed at any point during the hours of 0730-1630, Monday-Friday. Total work hours estimate is an approximation provided for information only, based on hours previously required to perform the duties outlined in this PWS. Hours actually performed may be more or less than this estimate, as required to perform the duties outlined herein. The contract will be paid a firm fixed monthly price to perform the duties within the PWS.

4.8 Comply with all Federal, State, and Local laws and requirements and Air Force Instructions that apply to this position.

4.9 Be accountable for paying any Social Security payments, Federal or Local Income Taxes, and State Unemployment Insurance premiums for themselves, as well as any individual employed or subcontracted by them to provide services under this contract.

5. **The Wing Chaplain:** Provides office space, computer, computer programs, printer, expendable office supplies, and other items deemed necessary to perform services described in this PWS.
6. **Working Hours and Extended Periods of Absence:** The Contractor is required to be available for all Catholic religious education. The Contractor is required to give the Catholic Chaplain or the NCOIC two (2) weeks advance written notice of any extended period of absence. An extended period of absence is defined as an absence of more than three (3) days. The Contractor will provide a substitute of equal or greater capability with written approval from the Catholic Chaplain.
7. **Contractor Manpower Reporting:** The contractor shall report ALL contractor labor hours (including subcontract labor hours) required for performance of services provided under this contract for Catholic Services Coordinator via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at <http://www.ecmra.mil/>.